

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OL/LSD 13	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
Cafeteria Comm.							
3. FUNCTIONAL AREA GSI	PERSONNEL		TRAINING		<input checked="" type="checkbox"/>	ADMIN. GENERAL OTHER (specify)	
	LOGISTICS		SECURITY				
	MEDICAL		FINANCE				
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.) Estimated quarterly - XXX ^{or} when necessary.				6. DISTRIBUTION (No. of components not number of copies)		
7. FORMAT (memorandum, form computer print-out, etc) Memo	8. ADP PROCESSING <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.				9. DIRECTIVE AUTHORITY REQUIRING REPORT STAT		
10. PREPARING COMPONENT (include lowest level contributing information to report) OC, LSD				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS 14-8	11.65	2		23.30	4 (Est.)		93.20
GS 5-2	3.25	1		3.25	"		13.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
✓ TOTAL COSTS PER YEAR							\$106.20
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Establishment of Committee by DDS, 1968							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS --- STAT	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130065-2 Reports Officer, LSD/OL					18. EXTENSION

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